

**Minutes of a Regular Session of the Common Council of the Town of Clarkdale  
Held on Tuesday, January 14, 2020**

A Regular Meeting of the Common Council of the Town of Clarkdale was held on Tuesday, January 14, 2020, at 6:00 P.M. in the Clark Memorial Clubhouse, Men's Lounge, 19 N. Ninth Street, Clarkdale, Arizona.

**CALL TO ORDER – Meeting was called to order at 6:01 P.M. by Mayor Von Gausig.**

Town Council:

Mayor Doug Von Gausig

Councilmember Bill Regner

Vice Mayor Richard Dehnert

Councilmember Debbie Hunseder

Councilmember Scott Buckley

Town Staff:

Town Manager Tracie Hlavinka

Utilities/Public Works Director Maher Hazine

Police Chief Randy Taylor

Community Development Director Ruth Mayday

Town Clerk Mary Ellen Dunn

**PUBLIC COMMENT** – The Town Council invites the public to provide comments at this time. Members of the Council may not discuss items that are not specifically identified on the agenda. Therefore, pursuant to A.R.S. §38-431.01(G), action taken as a result of public comment will be limited to directing staff to study the matter, responding to any criticism or scheduling the matter for further consideration and decision at a later date. Persons interested in making a comment on a specific agenda item are asked to complete a brief form and submit it to the Town Clerk during the meeting. Each speaker is asked to limit their comments to five minutes.

**There was no public comment.**

**REPORTS**

**Current Events** – A brief summary of current events. The Council will not propose, discuss, deliberate or take legal action on any matter in the summary.

Mayor Von Gausig's Report –

- 12/19/19 – Clarkdale Town photo at the gazebo
- 01/03/20 – Gave talk at Clarkdale Historical Society's (CHSM) First Friday regarding the Verde River
- 01/13/20 – Attended Verde Valley Mayor and Managers meeting in Sedona
- 01/14/20 – Attended meeting with Dr. Lisa Rhine and Richard Hernandez from

Yavapai College regarding new Skilled Trade Center

Vice-Mayor Dehnert's Report –

- 12/19/19 – Clarkdale Town photo at the gazebo

Councilmember Regner's Report –

- 01/13/20 – Attended CHSM Board meeting

Councilmember Buckley's Report –

- 12/19/19 – Clarkdale Town photo at the gazebo
  - Met with Peter DeBlanc, Town IT Department, to set up tablet
- 01/07/20 – Attended Downtown Business Alliance meeting
- 01/14/20 – Attended meeting with Dr. Lisa Rhine and Richard Hernandez from Yavapai College regarding Skilled Trade Center

Councilmember Hunseder's Report –

- 12/19/19 – Clarkdale Town photo at the gazebo
- 12/20/19 – Attended Movie at the Clark
  - Christmas caroling in the Park
- 12/31/19 – Walked the Dorothy Benatz Trail
- 01/02/20 – Attended farewell party for Allyn Backus
- 01/03/20 – Attended CHSM's First Friday for Mayor's talk on Verde River
- 01/07/20 – Attended Downtown Business Alliance meeting
- 01/09/20 – Attended VVREO Long Term Strategic Planning meeting

Town Manager Hlavinka's Report –

- Conducted my regular meetings with Council and Town Directors
- December 11 – Met with Kairos, one of the Town's benefit providers
- December 11 – Attended the Verde Front Coordination Team Meeting
- December 12 – Met with Cable One (Sparklight) to discuss Franchise Agreement
- December 13 – Conducted a Zoom meeting with ASU Sustainable Cities Coordinator
- December 18 – Attended the White Elephant Holiday Lunch with Administration Staff
- December 18 – Meeting for ASU Sustainable Cities Project
- December 18 – Met with the Mountain Gate Developer and Investor
- December 19 – Met with Ray Selna to discuss the clean-up of easement dedications

- December 19 – Participated in the Ugly Sweater Holiday Photo at the Gazebo
- December 23 – Met with Ruth Wicks, Jerry Wicks and Michael Lindner to discuss future business adventure
- December 24 & 25 – Town Offices were closed for the holiday
- January 3 – Attended the First Friday to hear the Mayor speak
- January 6 – Met with ASU Professor and student in the downtown area
- January 7 – Attended the Verde Front Strategic Planning Conference Call
- January 7 – Met with Linda Buchanan to discuss trail connectivity and the Verde Front
- January 7 – Attended the Clarkdale Downtown Business Alliance meeting
- January 8 – Met with Nick of Time to discuss the Experience Clarkdale website
- January 9 – Attended the VVREO Long Range Strategic Planning Meeting in Cottonwood
- January 9 – Met with Cottonwood to discuss the CAT Transit IGA
- January 9 – Met with the Verde Valley Fire District Fire Chief
- January 10 – Met with John and Colleen Tobias
- January 13 – Met with the VV Humane Society
- January 13 – Attended the Verde Valley Mayors, Managers, Supervisors and Tribal Quarterly Meeting
- January 14 – Met with Yavapai College President regarding the Skilled Trades Center

**Organizational Reports –** Reports regarding regional organizations.

CAT – Cottonwood Area Transit (Councilmember Buckley)

- No report

VTPO – Verde Valley Transportation Planning Organization. (Councilmember Regner)

- No report

NACOG - Northern Arizona Council of Governments. (Vice Mayor Dehnert)

- No report

NAMWUA - Northern Arizona Municipal Water Users Association. (Vice Mayor Dehnert)

- No report

VVREO-LRSPC – Verde Valley Regional Economic Organization’s Long Range Strategic Planning Committee (Councilmember Hunseder)

- January 9<sup>th</sup> – Discussion about progress meters; presentation regarding Sedona/Verde Valley Tourism Council and NatGeo; discussion of series of workshops at Yavapai College

TPAC – Transportation Policy Advisory Council. (Councilmember Regner)

- No report

**CONSENT AGENDA** - The consent agenda portion of the agenda is a means of expediting routine matters that must be acted on by the Council. All items are approved with one motion. Any items may be removed for discussion at the request of any Council Member.

**A. Approval of Minutes of the Common Council** - Approval of the minutes of the Regular Meeting held December 10, 2019.

**B. Claims** - List of specific expenditures made by the Town during the previous month. December 2019 check log and PPE dated December 7, 9 and 21, 2019.

**C. Board and Commission Minutes** – Acknowledgement of receipt of minutes and draft minutes of the previous month's Board and Commission Meetings.

Design Review minutes of meeting held December 4, 2019

Planning Commission Notice of Cancellation of meeting December 17, 2019

Parks and Recreation Commission Notice of Cancellation of meeting December 11, 2019

**D. Proclamation Supporting Increased Awareness Relating to Human Trafficking** – Approval of a proclamation supporting increased awareness relating to human trafficking. The United States Senate designated January 11<sup>th</sup> as National Human Trafficking Awareness Day and other organizations have designated January as Human Trafficking Awareness Month.

**E. A Resolution of the Mayor and Common Council of the Town of Clarkdale, Arizona, Amending Resolution #1593, Adopting a Range Placement Table for Employee Salary Ranges and Setting Effective Dates** – Approval of Resolution #1617, making changes to the Salary Range Placement Table.

**F. Friends of the Verde River Annual Funding for Regional**

**Projects that Benefit the Verde Watershed** - Acceptance of non-match Friends of the Verde River grant totaling \$5,000.

**Action: Approve Consent Agenda items A – F as presented.**

**Motion: Vice Mayor Dehnert**

**Second: Councilmember Hunseder**

**Vote:**

<b>Voting Member</b>	<b>Aye/Nay</b>
Council Member Scott Buckley	Aye
Vice Mayor Richard Dehnert	Aye
Council Member Debbie Hunseder	Aye
Council Member Bill Regner	Aye
Mayor Doug Von Gausig	Aye

## **NEW BUSINESS**

**WORK SESSION TO DISCUSS GENERAL PLAN DEVELOPMENT PROCESS** – A work session to provide for Council direction in the process for development of the 2022 General Plan.

### **Summary**

Arizona Revised Statutes requires jurisdictions in the state to develop and approve a General Plan every ten (10) years. The purpose of the General Plan is to provide guidance to the community, public bodies, and the general public regarding growth and development over the next ten (10) years. Adopted on October 11, 2012, the 2012 General Plan is valid until October 11, 2021.

### **Background**

Authority for creation of a General Plan is found in Arizona Revised Statutes Title 9 Cities and Towns, Chapter 4, General Powers, Article 6, Municipal Planning. The regulatory framework for these plans is set forth in A.R.S. 9-461.05 through 9-461.07, where requirements for specific elements are set forth, along with requirements for coordination with other agencies, statutory actions that must be taken, among other things. A draft calendar is attached herewith as Exhibit 1.

### **Elements**

Each plan is divided into elements, which are designed to address specific topics relative to planning, growth, and development. All General Plans are required to include Land Use and Circulation elements, which address how land is to be used generally (Land Use Designations), and the layout of streets and roads serving the municipality. In addition, each Plan is required to define major and minor amendments and procedures for the adoption thereof, along with a statement of community goals and development policies.

It shall also include maps, diagrams, and text necessary to communicate the Plan to the public.

For cities and towns with populations greater than 2,500 persons but less than 10,000 (e.g., Clarkdale) population, five (5) additional elements are required: Open Space, Growth Areas, Environmental, Cost of Development, and Water Resources. Inclusion of the following elements is optional for municipalities under 50,000 in population: Conservation, Recreation, Transportation, Public Services and Facilities, Public Buildings, Housing, Conservation, Rehabilitation, and Redevelopment; Safety, Bicycling, Energy, and Neighborhood Preservation.

Clarkdale's 2012 Plan included 12 elements: Land Use, Circulation, Education, Open Space, Water Resources, Environmental Planning, Cost of Development, Growth Area, Housing, Community Design, Economic Development, and Sustainability. Of those elements, only seven (7) are statutorily required; the Town chose to include Education, Housing, Community Design, Economic Development, and Sustainability to provide bases for developing policies around these important community components.

Chapter	Element	Required	Optional	Supplemental
Chapter 1	Introduction		X	
Chapter 2	Land Use	X		
Chapter 3	Circulation	X		
Chapter 4	Education			X
Chapter 5	Open Space		X	
Chapter 6	Water Resources		X	
Chapter 7	Environmental Resources		X	
Chapter 8	Cost of Development		X	
Chapter 9	Growth Areas		X	
Chapter 10	Housing		X	
Chapter 11	Community Design			X
Chapter 12	Economic Development			X
Chapter 13	Sustainability			X
Chapter 14	Recreation		X	

Statutory Actions

Under the statute (A.R.S. 9-461.06), adoption of a Public Participation Plan (PPP) by the governing body (in this case, Town Council) is mandated. As set forth in the statute, the following are to be achieved:

- 1) Adopt(ion of) written procedures to provide effective, early and continuous public participation in the development and major amendment of general plans from all geographic, ethnic and economic areas of the municipality.
  - a) Provide broad dissemination of proposals and alternatives
  - b) The opportunity for written comments
  - c) Public Hearings after effective notice
  - d) Open discussions, communications programs and information services
  - e) Consideration of public comments
  - f) Consult with and provide an opportunity for official comments from adjoining jurisdictions, utility companies, and other public officials and agencies.

Staff has outlined a draft PPP, which is included in this report as Exhibit 2. The plan encourages the public to attend and participate in discussions at the monthly Planning Commission meetings as each element is reviewed and discussed. It also provides for links on the Town website to the draft elements for review and comment by the public for those who are not able to attend meetings or prefer to submit their comments in writing.

With respect to open discussions, communications programs and information services, Staff will be attending meetings and participating in other public speaking opportunities to encourage participation by the public. Service clubs, school board meetings, HOA meetings, and similar organizations are only a few of the opportunities to disseminate information regarding the GP.

Local media outlets are also excellent sources for outreach. Staff will be providing local print, radio, and TV outlets with meeting schedules to encourage their attendance and assist in publicizing the GP rewrite process.

Once a final draft has been composed, the Community Development Department is required to forward copies to the following agencies for review and comment, at least sixty days in advance of the statutory public hearing before the Planning Commission:

- a) Yavapai County Development Services Department

- b) Contiguous jurisdictions (Cottonwood, Jerome)
- c) Northern Arizona Council of Governments (NACOG)
- d) Arizona Commerce Authority (ACA)
- e) State Land Department (ASLD)
- f) Arizona Department of Water Resources (ADWR)

Prior to adoption of the General Plan, two (2) public hearings are required: one (1) before the Planning Commission and one (1) before the Town Council. Notification of the Hearings is at least fifteen days but no more than thirty days prior to the meeting; publication at least once in a paper of general circulation is required. Other means of notifying the public are at the discretion of the jurisdiction. Once approved by Town Council, it can be ratified by the public at the next regularly scheduled municipal election, or at a special election scheduled at least 120 days after the adoption of the Plan by Council.

For the 2012 General Plan, Council appointed a seven (7) member General Plan Committee, along with approximately 37 volunteers who participated in Focus Groups. An updated list of those names is attached as Exhibit 3. Staff recommends reestablishing both the Committee and the Focus Groups to provide additional opportunities for public input and comment.

The General Plan is crucial to the growth and development of the community; it is a foundational policy document to which all zoning changes and land uses must be tied. Staff looks forward to working with the Council and the community to create the vision for Clarkdale for the next ten (10) years.

Community Development Director Ruth Mayday provided information to Council on this agenda item. Mayor Von Gausig recommended that Parks be invited to participate as stakeholders in this process. Councilmember Regner recommended that historic preservation and education be included as elements in the General Plan. Discussion followed regarding the process. Council noted that joint sessions with General Plan Committee and Council would be desirable for monitoring progress. Recruitment for this group was discussed as well.

**Action: This is a work session and no Council action is required.**

**JOB ORDER CONTRACT (JOC) FOR ENGINEERING SERVICES AGREEMENT FOR  
89A COMMERCIAL CORRIDOR UTILITY IMPROVEMENTS – Discussion and**



possible action regarding the award of a JOC for engineering services for 89A commercial corridor utility improvements.

Based on a Request for Qualifications (RFQ) for the Town's Engineering/Architectural Services JOC the Town of Clarkdale selected four Engineering firms in November 2017.

**Job Order Contracting (JOC) is a project delivery method utilized by organizations to get numerous, commonly encountered services (such as engineering services) done quickly and easily through a multi-year contract.**

Per Council's direction at the Strategic Planning meeting held on November 5, 2019, a proposal for engineering services for the preliminary design of water and sewer plans (60%) are being proposed. This will provide a more detailed extension design of needed utilities to commercial parcels.

The reason for the 60% plans is that we will get sufficient detail to establish an accurate cost estimate but will allow for some minor modification when a potential development comes in.

Southwestern Environmental Consultants, Inc. (SEC) has extensive experience with designing water/sewer infrastructure with the Town of Clarkdale and they were the firm that completed the feasibility study which will be the basis for this design. As such, we have elected to go with this firm.

**Water** - Proposal will provide the design for the needed waterline extension for the south side of 89A (no additional waterlines are required on the north side). This will extend approximately 3,400 linear feet from Lisa Lane to Mescal Spur along SR89A and looping the lines along Mescal Spur between 89A and Old Jerome Highway. Cost: \$14,824.00

The area already has a forced sewer main along the south side of 89A. So additional design is needed but the consultant will develop connection details to be utilized by potential developer on how to connect to a sewer force main. Cost: \$3,276.00

**Sewer** – For the north side of 89A, the service area between Lincoln Drive and the south boundary of Clarkdale Town limits: Based on the preliminary information available it is not possible to determine if there is enough elevation difference to gravity flow to Lincoln Drive/Mingus Shadows area or flow will need to be directed towards the south to the existing lift station at Mescal Spur. Therefore a preliminary investigation to review the conditions including updated topography. Cost: \$11,888.00

Before we proceed with this work, the Public Works Department staff will conduct an in-house preliminary survey of the area to see what options are the most appropriate. Based on the results, we will then award this portion of the work (subject to Council approval) or revise the scope accordingly. As such staff will be requesting the authority to proceed

with the work but will hold on doing so until the above described in-house work is complete.

All work is expected to be completed no later than May 31, 2020.

Public Works Director Maher Hazine presented information on this agenda item.

**Action: Authorize the Public Works Director to finalize and award an Engineering Service Agreement to Southwestern Environmental Consultants, Inc. for \$18,100.00 with an option to award additional services in the amount not to exceed \$11,888.00.**

**Motion: Councilmember Regner**

**Second: Councilmember Buckley**

**Vote:**

<b>Voting Member</b>	<b>Aye/Nay</b>
Council Member Scott Buckley	Aye
Vice Mayor Richard Dehnert	Aye
Council Member Debbie Hunseder	Aye
Council Member Bill Regner	Aye
Mayor Doug Von Gausig	Aye

**JOB ORDER CONTRACT (JOC) FOR ENGINEERING SERVICES AGREEMENT ON A RECLAIMED WATER FEASIBILITY STUDY** – Discussion and possible action regarding the award of a JOC for engineering services for the Reclaimed Water Feasibility Study.

Based on a Request for Qualifications (RFQ) for the Town's engineering/architectural Services JOC, the Town of Clarkdale selected four engineering firms in November 2017.

**Job Order Contracting (JOC) is a project delivery method utilized by organizations to get numerous, commonly encountered services (such as engineering Services) done quickly and easily through a multi-year contract.**

Per Council's direction at the Strategic Planning meeting held on November 5, 2019, a proposal for engineering services for the Reclaimed Water Feasibility Study is being proposed. This will determine the most beneficial and effective way to use the Town's reclaimed water from the Broadway Water Reclamation Facility (BWRF).

We solicited two proposals from two engineering firms. Sunrise Engineering best matched our criteria for the study and was within our anticipated budgetary costs. As such, we are proposing to proceed with their proposal.

The Feasibility Study will included a total of Six (6) Phases. They include:

**Phase 01 – *Water Re-Use Overview, Existing Data Collection & Evaluation.***

This phase is general data gathering by the consultant related to our reclaimed water quality and quantity produced. This will help the consultant develop criteria for the rest of the Study.

**Phase 02 - *Option 1 Analysis – Direct Reuse***

This option includes an analysis for potential direct re-use of reclaimed water by delivering it to an industrial/manufacturing - type application end user. The prime focus of this analysis will be to evaluate a cyclical process of supplying reclaimed water to industries/manufacturers and recapturing the spent water in the wastewater system.

**Phase 03 – *Option 2 Analysis – Indirect Reuse In Irrigation***

This option includes an analysis of potential re-use of reclaimed water for irrigation at the Town's existing 400-acre effluent disposal site for potential agricultural uses such as Vineyards or other commercial agricultural uses.

**Phase 04 – *Option 3 Analysis – Indirect Discharge.***

This option includes an analysis for potential re-use of reclaimed water by injecting it into the ground/aquifer and ultimately supplementing the Verde River.

The remaining two phases are purely administrative covering project management and final deliverables as well permissible reimbursement allowances.

All work is expected to be completed no later than May 31, 2020.

Public Works Director Maher Hazine presented information on this agenda item. Hazine explained the source of the funds is the water resource designated fund. Discussion followed regarding the use of our A+ effluent being used for direct potable water in the future.

**Action: Authorize the Public Works Director to finalize and award an engineering service agreement to Sunrise Engineering, Inc. for an amount not to exceed \$39,700 which includes \$5,000 for allowances.**

**Motion: Councilmember Hunseder**

**Second: Vice Mayor Dehnert**

**Vote:**

<b>Voting Member</b>	<b>Aye/Nay</b>
Council Member Scott Buckley	Aye
Vice Mayor Richard Dehnert	Aye
Council Member Debbie Hunseder	Aye

Council Member Bill Regner	Aye
Mayor Doug Von Gausig	Aye

**VERDE RIVER INSTITUTE REPORT** - An update from the Verde River Institute on projects and issues that relate to the Verde River @ Clarkdale.

The Verde River Institute (VRI) is a 501(c)(3) non-profit organization committed to developing and facilitating the implementation of policies that help to ensure that the Verde River in central Arizona retains flows that will support sustainable, healthy and diverse economies and ecosystems.

VRI also helps policy makers understand the many complex water resource issues in central Arizona. They are committed to finding sustainable solutions for the human and natural worlds that depend on the Verde River to supply their needs. They are guided by the principle that responses to demands in the system should also increase the river community's intellectual, political, social, individual, natural, built and financial capital. According to their website, when this goal is realized, the system becomes robust, dynamic and sustainable.

The Vision of the VRI is: Connecting people and resources to promote a healthy, flowing Verde River and a stronger, greater Verde community.

Their Mission: Provide research and data, funding, policy expertise, education and consulting on diverse Verde River issues.

Clarkdale Mayor Doug Von Gausig serves as the Executive Director of the Verde River Institute. Instead of reporting on Verde River Institute topics during his Mayor's report, staff has suggested having a separate agenda item so that the public is more aware that information relating to the Verde River Institute's work will be presented. Mayor Von Gausig will provide on-going updates and reports on Verde River Institute programs and projects that relate to the Verde River @ Clarkdale as part of this agenda item.

Mayor Von Gausig reported on Lower Tapco updates: Installation of kiosks, possibly BBQs and in same area will be the PFD kiosks (possibly this month); the Town is the recipient of \$5,000 grant from Friends of the Verde River to be used toward restrooms. A meeting with Freeport McMoRan representatives later this month will be to discuss expansion of Town lease to include Upper Tapco.

Pecks Lake continues to refill and is up to about 15 acres of open water. Ongoing observation and monitoring of the salt cedar. The salt cedar beetle occupied area around Brewer's Tunnel and appeared to do a lot of damage to salt cedar. Will observe in the Spring to see if it returns. Water quality and turbidity of water is great right now.

Councilmember Buckley commented that care should be taken with BBQ installation due to grease that attracts bugs and mice and alters ecosystems. Council agreed that this would be taken into consideration.

**Action: This is a monthly, or as-needed, report and no Council action is required.**

**FUTURE AGENDA ITEMS** - Listing of items to be placed on a future council agenda.

**ADJOURNMENT** – Without objection, Mayor Von Gausig adjourned the meeting at 7:25 p.m.

APPROVED:

  
\_\_\_\_\_  
Doug Von Gausig, Mayor

ATTESTED/SUBMITTED:

  
\_\_\_\_\_  
Mary Ellen Dunn, Town Clerk

**CERTIFICATION**

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the regular meeting of the Town Council of the Town of Clarkdale, Arizona held on the 14<sup>th</sup> day of January, 2020. I further certify that meeting was duly called and held and that a quorum was present.

Dated this 12<sup>th</sup> day of February 2020.

SEAL

  
\_\_\_\_\_  
Mary Ellen Dunn, Town Clerk